

Bates College
Bi-Weekly
Time Sheet

Pay Period
Ending Date

	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date								Date							
Regular								Regular							
Vacation								Vacation							
Personal								Personal							
Sick								Sick							
Call-in								Call-in							
Pager								Pager							
DO NOT								DO NOT							
TOTAL								TOTAL							

Do not Write Below this line - For Supervisor's Use ONLY

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
STD							
W/Comp							
FMLA							
SHIFT DIFF							

I certify that I have worked the hours reported

	Sun	Mon	Tue	Wed	Thu	Fri	Sat

I certify that the employee has worked the hours reported

Do not Write in Here		
Desc	Code	Total
Regular	010	
Shift Differ	015	
OT	020	
Call-in OT	022	
Shift Dif OT	025	
Vacation	030	
PTO	035	
Sick	040	
STD	041	
Holiday	050	
Holiday Prem	051	
Jury	100	
B'revment	101	
Spill Team	103	
Pager	011	

Your Name (Print) _____

Your Signature _____

Supervisor's Signature _____